



Job Title: Executive Assistant
Department: Administration
Reports to: Health and Wellness CEO
FLSA Status: Non-Exempt
Salary Grade: \$25.02 - \$35.03
Location: Coos Bay/North Bend/Eugene

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Health and Wellness CEO, the Executive Assistant is responsible for supporting Health and Wellness Executive Leadership team in the planning, development, and implementation of programs under the Health and Wellness Division. This role requires contributing to a variety of wellness programs

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides administrative support services under the direction of the Health and Wellness CEO for the H&W CEO and COO.
2. Coordination of communication, drafting of general correspondence, schedule participate and draft meeting agendas and minutes, maintains files and documents for the H&W CEO, COO, and leadership team.
3. Assists the CEO, COO and members of the Executive Leadership Team to arrange and maintain meeting schedules, travel requirements, and associated events. Anticipates and tracks critical dates, events, and associated action items; follows up with appropriate parties on behalf of the Executive Board of Directors, CEO and COO to ensure that deadlines are met by maintaining tracking documents and scheduling tasks and deadlines in appropriate calendars.
4. Assist with identifying and managing various Health and Wellness Division tasks, projects, goals, needs, changes, schedule, costs and approach.
5. Track and approve delegated expenses for various KWC projects and programs.
6. Create promotional materials to encourage community participation and promote buy-in.
7. Maintain and support regulatory compliance standards following KWC policies, state, federal, and accrediting agencies.
8. Staff communication across KWC departments, delegating tasks, coordinating meetings, workshops and training sessions
9. Develop and implement policies and procedures and ensure KWC programs observe best practices and integrated service models.
10. Maintain and monitor project plans, schedules, work hours, budgets and expenditures.
11. Comfortable using online platforms for strategic management, tracking, and performance data.
12. Manages content for the KWC website, My Tribe portal, and social media, including Facebook.
13. Coordinate program logistics from point of conception thorough implementation with ongoing monitoring to identify needs, provide support, and manage details to ensure services align with the organization's mission.

14. Understanding of Coquille Indian Tribe's fiscal ordinances and budget process to assist the Clinical Administrators with resource allocation, procurement, contracting, and ordering inventory for programs and services.
15. Program progress monitoring: Monitoring program progress and efficacy and preparing progress reports and presentations to assist the Quality Improvement Coordinator.
16. Management may be required of this position.
17. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds. Work is generally performed in an office setting. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to make decisions independently in accordance with established policy and procedures, but also have awareness and insight to ask for support, guidance, and direction as needed to ensure assignments are completed consistent with expectations.
4. Ability to proofread documents and working knowledge of technical report writing and contracting
5. Understanding of HIPAA (the Health Insurance Portability and Accountability Act) and 42-CFR Part 2 (Confidentiality of Substance Use Disorder Patient Records).
6. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
7. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
8. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential.
9. Ability to work independently and collaboratively in groups when needed
10. Must show initiative and takes ownership of projects and assignments to achieve positive results.
11. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
12. Ability to practice strict confidentiality, demonstrating a level of professionalism in handling highly sensitive and/or confidential information and communications.
13. Working knowledge of paperless record retention system.

14. Ability to negotiate and monitor contracts for services in accordance with The Tribe's Fiscal Ordinance.
15. Ability to organize and maintain computerized and non-computerized filing and retrieval systems.
16. Ability to work cooperatively and develop strong working relationships with other departments, staff, and external organizations to accomplish assigned tasks.
17. Ability to organize, set priorities and exercise sound independent judgment within areas of responsibility.
18. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
19. Demonstrated experience in coordinating activities and events
20. Firm understanding of procedures that increase efficiency and promote Quality Improvement.

QUALIFICATIONS

1. Associate Degree in Business, Office Administration or a related field and a minimum of five years of administrative support experience. A combination of formal education, training, and related work experience may be considered.
2. Experience in providing administrative support related to health and/or social services preferred
3. Experience in leading staff in a multi-disciplinary setting preferred.
4. Basic understanding of accounting systems and controls, accurate data entry skills, and knowledge of documentation and budgeting preferred
5. Excellent knowledge of Microsoft Office 365 software suite is required, including Word, Excel, Publisher, and PowerPoint required.
6. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential.
7. Experience working with Tribal, local, state and other federal governments preferred.
8. Strong writing, editing, and proofreading skills required.
9. Strong filing and organizational/prioritization skills required.
10. Ability to occasionally travel out of town for meetings, trainings, or other duties as assigned
11. Current and valid Oregon driver's license in good standing is required with no insurability issues as determined by the Tribe's insurance carrier.
12. Preference given for work experience in tribal government and communication.
13. Must have proven track record as a team player.
14. Knowledge of Indian Health Service and Bureau of Indian Affairs programs a plus.
15. Familiarity with effective marketing practices